

# Medical Billing & Coding Specialist

**Summary:** Responsible for review of daily patient account transactions with a high level of speed and accuracy.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Assists with the collection of insured accounts and maintenance of documents. Posts payments to transactions to patient accounts accurately. Essential Duties and Responsibilities include the following. Other duties may be assigned. Performs data entry for payments received from insurance plans or patient payments. Successfully submits claims from practice management software into claims clearinghouse. Reviews chart notes and review appropriate codes to all claims regarding symptoms and procedures for physician services performed in locations other than the physician practice.

Resolves payment transaction discrepancies with the Billing Manager. Responsible for processing all receipts by working closely with other staff who receive payments either by mail or direct payment. Verifies patient eligibility with health-plans, reviews rejected claims and make adjustments to patient accounts as necessary. Performs collection procedures on non-insured accounts with the assistance of the Billing Manager.

Prefer knowledge of appropriate third party liability (TPL) and government websites (i.e. CHAMPS, C-SNAP, WebDenis, HMO Medicaid websites that FHC participates with. Working knowledge of ICD-9, HCPCS and CPT. Ability to use Microsoft Office, Internet, practice management system and relational database system software. Ability to work effectively and efficiently under tight deadlines, high volumes and multiple interruptions. Answer patient questions regarding statements in person and through phone calls. Attends all departmental and organizational meetings as required.

**Education and/or Experience:** Must have a minimum of a high school diploma; prefer an Associate Degree in Business with emphasis in Accounting/Finance from an accredited college or university in addition to one year of experience; or equivalent combination of education and experience.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Office utilizing Excel Spreadsheet software and Word processing software. Must have the ability to learn additional software to support the Accounting/Finance function.

**Other Qualifications:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**How to Apply:** Please apply on our [website](#)

**Contact Information:**

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